

Comparisons of Job Characteristics

Focus Occupation: [Order Clerks \(43-4151\)](#)

Associated Occupation: [Office Clerks, General \(43-9061\)](#)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

| | |
|----|--|
| << | Focus occupation element is much lower |
| < | Focus occupation element is lower |
| 0 | Focus occupation element is at a similar level |
| > | Focus occupation element is at a higher level |
| >> | Focus occupation element is at a much higher level |

Knowledge

Similarity of Focus Occupation to Associated Occupation: 73

Focus Occupation: Order Clerks (43-4151)

Associated Occupation: Office Clerks, General (43-9061)

| Associated Occupation's Key Knowledge Elements | Average Rating, All Occupations | Associated Occupation's Rating | Focus Occupation's Rating | Evaluation of Focus Occupation |
|--|---------------------------------|--------------------------------|---------------------------|---|
| Clerical | 7.3 | 20.8 | 11.5 | << Extensive education and/or training may be required |
| Customer and Personal Service | 11.3 | 14.7 | 20.0 | >> Current knowledge level is likely more than sufficient |
| English Language | 11.2 | 11.9 | 8.0 | << Extensive education and/or training may be required |

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 90

Focus Occupation: Order Clerks (43-4151)

Associated Occupation: Office Clerks, General (43-9061)

| Associated Occupation's Key Skills Elements | Average Rating, All Occupations | Associated Occupation's Rating | Focus Occupation's Rating | Evaluation of Focus Occupation |
|---|---------------------------------|--------------------------------|---------------------------|---|
| Active Listening | 11.0 | 11.5 | 13.3 | > Skill level is likely sufficient |
| Reading Comprehension | 10.7 | 11.5 | 11.4 | 0 Current skill level may be sufficient |
| Service Orientation | 7.9 | 8.7 | 10.3 | > Skill level is likely sufficient |

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities

Similarity of Focus Occupation to Associated Occupation: 94

Focus Occupation: Order Clerks (43-4151)
Associated Occupation: Office Clerks, General (43-9061)

| Associated Occupation's Key Abilities Elements | Average Rating, All Occupations | Associated Occupation's Rating | Focus Occupation's Rating | | Evaluation of Focus Occupation |
|--|---------------------------------|--------------------------------|---------------------------|----|--|
| Speech Clarity | 10.2 | 10.7 | 11.8 | > | Current ability level is likely sufficient |
| Speech Recognition | 9.9 | 10.3 | 13.8 | >> | Current ability level is likely more than sufficient |
| Written Expression | 9.8 | 9.8 | 9.8 | 0 | Current ability level may be sufficient |
| Number Facility | 6.3 | 7.1 | 8.2 | > | Current ability level is likely sufficient |
| Mathematical Reasoning | 6.3 | 6.7 | 6.8 | 0 | Current ability level may be sufficient |
| Memorization | 5.6 | 5.8 | 6.2 | 0 | Current ability level may be sufficient |

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 83

Focus Occupation: Order Clerks (43-4151)
Associated Occupation: Office Clerks, General (43-9061)

| Work Activities | Exclusivity of Activity |
|---|-------------------------|
| Compile data for financial reports | 62 |
| Fill out business or government forms | 42 |
| Maintain account records | 69 |
| Maintain inventory of office forms | 71 |
| Maintain records, reports, or files | 5 |
| Manage inventories or supplies | 72 |
| Obtain information from individuals | 24 |
| Process account invoices | 85 |
| Provide customer service | 14 |
| Resolve customer or public complaints | 54 |
| Take messages | 68 |
| Use computers to enter, access or retrieve data | 3 |
| Use oral or written communication techniques | 1 |
| Use telephone communication techniques | 62 |
| Write business correspondence | 58 |

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: n/a

| |
|---|
| Focus Occupation: Order Clerks (43-4151) Associated Occupation: Office Clerks, General (43-9061) |
|---|

| Tools and Technologies | Exclusivity |
|------------------------|-------------|
|------------------------|-------------|

| |
|---|
| Tools and technology data is unavailable for one or both occupations. |
|---|

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.